



## VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD

# JOB OPPORTUNITY

STAFF COUNSEL  
HEARING AND APPEALS DIVISION  
Permanent/Full-Time  
\$3,834.00 - 7,386.00

### POSITION SUMMARY:

Under the general direction of the Supervising Staff Counsel III (Chief Hearing Officer), the Staff Counsel, in an independent capacity under delegated authority, will function as a Hearing Officer and conduct quasi-judicial administrative hearings on behalf of and draft proposed decisions for the Victim Compensation and Government Claims Board (Board). Each proposed decision reflects an administrative interpretation of the board's statutes and regulations that could be legally challenged in court by any party receiving an adverse determination. Each proposed decision is therefore a potential subject for legal challenge.

### ESSENTIAL FUNCTIONS:

- Preside over administrative hearings for the Board's programs, primarily in the Victim Compensation Program, that range from very informal to complex proceedings.
- Expeditiously regulate the conduct of a high volume of administrative hearings.
- Develop a full and complete administrative hearing record, and conduct and supervise the examination of witnesses, including young children and expert witnesses.
- Conduct legal research and prepare thorough, legally-sound written proposed decisions for submission to the Board.
- Provide legal support to executive staff, program managers and staff of the Board concerning the Board's administrative hearings and decisions as required.
- Travel up to 50% of time throughout California to conduct administrative hearings.

### DESIRABLE QUALIFICATIONS:

- Experience in administrative hearings or litigation;
- Sensitivity to issues important to victims of crime;
- Knowledge of victim compensation, restitution, lien recovery, workers' compensation, state procurement, and confidentiality laws;
- Exceptional written and oral communications skills;
- Experience working with a high volume work load;
- Judicial temperament;
- Experience working effectively with individuals suffering personal crisis;
- Training in clinical mental health counseling, social work, or medical trauma.

### WHO MAY APPLY:

Current Staff Counsel or individuals eligible for appointment (*transfers, list eligibility, reinstatements*) to this classification may apply. **In order to be considered, a candidate must submit (1) a cover letter explaining his/her eligibility for and interest in this position, (2) a state application, (3) a current resume and (4) a writing sample illustrating the candidate's ability to serve as a fair and impartial finder of fact. Applicants that do not submit all required information may be excluded from consideration. Applications will be screened and only the most qualified will be interviewed. Interview may include a mock hearing.**

### SUBMIT APPLICATION TO:

Victim Compensation and Government Claims Board  
Attn: Robin Jones/Human Resources  
P.O. Box 48  
Sacramento, CA 95812-0048  
(916) 324-3252 / [rjones1@voc.ca.gov](mailto:rjones1@voc.ca.gov)

**FINAL FILING DATE:**

**UNTIL FILLED**

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. **\*\*POSITION SUBJECT TO SROA AND RE-EMPLOYMENT LIST POLICIES AND PROCEDURES.\*\***

*Training & development assignments may be considered for most positions*

California Relay Service: Voice line: 1-800-735-2922  
TDD User: 1-800-735-2929

Position #: 040-543-5778-00X